

Position Description

Department:	Public Safety
Title:	<i>Community Program Volunteer</i>
Goal:	<p><i>Organize, participate and potentially coordinate public events that focus on individual, family and community emergency preparedness.</i></p> <p><i>Set up information booths/tables, pop up tents at events. Distribute emergency preparedness informational brochures, etc. Answer questions about emergency preparedness.</i></p>
Duties:	<p><i>Facilitation of registration for the following program:</i></p> <ul style="list-style-type: none"><i>• Yellow Dot</i><i>• Nixle (Emergency Notification)</i><i>• File of Life</i><i>• Special Population Needs Registry</i> <p><i>Coordinate the installation of Smoke Detectors with Local Fire Departments</i></p> <p><i>Customer Service Survey Data Entry</i></p> <p><i>Answer phones for Public Safety as necessary</i></p> <p><i>Coordinate and conduct Public Relations events at local businesses, schools, churches, and community-based groups.</i></p>
Qualifications:	<p><i>Must be able to: work outside potentially in the heat or cold, transport and carry supplies, engage the public in conversation and represent the County in a professional and friendly manner.</i></p> <p><i>Must have strong computer skills and knowledge of Microsoft Office programs.</i></p> <p><i>Volunteers are needed at various locations in the County to include, but not limited to, libraries, schools, senior enrichment centers, and the Department of Public Safety.</i></p>
Time Required:	4-8 hours per week, not to exceed 24 hours a week.
Supervisor:	D. Bryan Phillips – Director D. Scot Brooks – Deputy Director
Physical Demands:	<ul style="list-style-type: none">• Exerting up to 20 pounds occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.• Fine dexterity for use of computer keyboard, telephone keypad, calculator• Lifting and carrying supplies, equipment, files• Pushing/pulling equipment, file drawers, tables, chairs• Climbing stairs• Performing multiple tasks simultaneously• Working closely with other public safety agencies, citizens• Tedious or exacting work